

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.45

November 7, 2003

SUBJECT: REVISION OF EXPENDITURE OF SECRET SERVICE FUNDS, FORM 15.37.1

PURPOSE: Recent Departmentwide audits of the use of the Expenditure of Secret Service Funds, Form 15.37.1, revealed a general misunderstanding of certain information required on the form. This is due, in part, by the lack of instructions available on the Local Area Network (LAN) version of the form. This Order revises the expenditure of Secret Service Funds, Form 15.37.1, to more clearly define the required information and to provide completion instructions to be posted with the form on the LAN.

PROCEDURE:

I. EXPENDITURE OF SECRET SERVICE FUNDS, FORM 15.37.1 - REVISED. The Expenditure of Secret Service Funds, Form 15.37.1, has been revised.

A. Use of Form. The use of this form has not changed.

B. Completion. Current completion procedure remains in effect with the following revisions:

- * The "Date and Time of Expenditure" box has been modified to include the "beginning and ending time;"
- * In the narrative section, the "Results" heading has been revised to include "all Arrestees' Names, Charges, Booking/RFC Nos., Complaint Applications, Investigation Continuing, etc.;" and,
- * In the "I Hereby Certify" box, the officer shall handwrite, not print, the amount of the expenditure.

C. Distribution:

- 2 - original & one copy, Fiscal Operations Division
- 1 - copy, Office of the Chief of Police
- 1 - copy, Chief of Operations
- 1 - copy, concerned bureau commanding officer
- 1 - copy, division commanding officer
- 1 - copy, Organized Crime and Vice Division (if vice related)

7 - TOTAL

FORM AVAILABILITY: The Expenditure of Secret Service Funds, Form 15.37.1, with completion instructions, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network (LAN). A copy of the revised form is attached for duplication and immediate use. The previous version of this form shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order amends Section 5/15.37.1 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "A"

EXPENDITURE OF SECRET SERVICE FUNDS

Control No.		Division/Unit Reporting	
Date and Time Expenditure Completed (Include beginning and ending time)		Type of Investigation	
DR. No. <input type="checkbox"/> 3.18		INF. No.	
Exact Address (Business Name, When Applicable)		Witness Protection	
NARRATIVE: 1. Itemize Expenses. 2. Results (Include all Arrestees' Names, Charges, Booking/RFC Nos., Complaint Applications, Investigation Continuing, etc.)		Informant	
		Total Spent	
		Vehicle Rentals	
		Agency Name	
		Vehicle License No./Desc.	
		Rental Dates	
		Price Per Day	
<div style="margin-top: 20px;"> <input type="checkbox"/> No Receipt Obtained Due to Undercover Investigation </div>			
<p>Expenditures of \$250 or more for Narcotics Investigations, \$50 or more for Vice Investigations, and \$150 or more for Vehicle Rentals require the signature of the commanding officer.</p> <div style="text-align: right; margin-top: 20px;"> _____ Commanding Officer Signature </div>			
I hereby certify that I have expended _____ dollars in furtherance of a police investigation and in accordance with provisions of LAAC Section 22.242. (Officer expending shall handwrite amount into space provided.)			
Officer Certifying	Serial No.	Supervisor	Serial No.
I acknowledge receipt of _____ dollars as reimbursement for expenses incurred during the investigation indicated above.			
Signature		Witness	

Reporting Vice Expenditures – Expenditure of Secret Service Funds, Form 15.37.1.

The Form 15.37.1 shall be completed by the officer making the expenditure no later than the following workday, as follows:

EXCEPTION: Organized Crime and Vice Division shall only complete an original of the Form 15.37.1 for their records.

- * All forms shall be completed in black ink;
- * The “CONTROL NUMBER” will be assigned to each completed Form 15.37.1 by the officer in charge of each divisional vice unit. The number will correspond with an entry reflecting each expenditure located within each Divisional Vice Expenditure Log Book. Control numbers will reflect transactions made on a monthly basis and will ensure that accurate accounting of Secret Service funds is conducted;
- * The “DATE AND TIME EXPENDITURE COMPLETED” box shall indicate the month, day, year, and beginning and ending time of the investigation;

Note: The date shall be written out (i.e., January 1, 2000).

- * The exact address and name of location shall be recorded;
- * Form 3.18 investigations shall be noted by placing an “X” in the “3.18” box and recording the DR number in the “DR” box; the exact amount of the expenditure shall be recorded in the “AMOUNT SPENT” box (do not round off);
- * The nature of the expenditure, e.g., bookmaking, prostitution, intelligence information, etc., shall be indicated in the “TYPE OF INVESTIGATION” box;
- * Expenditures shall be itemized, and include the purpose of each expenditure;
- * The number of officers involved in the investigation and their names and serial numbers shall be recorded in the “NARRATIVE” box;
- * The results of the expenditure, e.g., itemized expenses, results (including all Arrestees’ Names, Charges, Booking/RFC Nos., Complaint Applications, Investigation Continuing), etc., shall be indicated in the “NARRATIVE” box. In the case of multiple arrests, sufficient information for reference to other arrests is required. Booking numbers shall also be indicated in the “NARRATIVE” portion of the form;
- * The check box “NO RECEIPT OBTAINED DUE TO UNDERCOVER INVESTIGATION” shall be used when officers are unable to obtain a receipt for expenditures during undercover investigations;
- * The amount of the expenditure shall be written, not printed, in the “I HEREBY CERTIFY” box;
- * The officer requesting/receiving funds shall sign his or her payroll signature. The approving supervisor shall sign his or her payroll signature at the time the form is approved. Rubber stamps shall not be used;
- * The approving supervisor shall be responsible for the completeness and accuracy of the form and the appropriateness of the expenditure; and,

Note: Forms completed by Area detectives shall be approved by the concerned detective’s immediate supervisor (Detective III or above). Vice supervisors shall not approve detective expenditures.

- * Alterations are not permitted in “DATE AND TIME EXPENDITURE COMPLETED” or “AMOUNT SPENT” boxes. All other alterations shall be neatly lined out and initialed by the certifying officer.